

Appendix I Business Process Manual Change Procedures

I-1. Scope

This appendix outlines the procedures to be used to manage changes to the ISM Business Process Manual.

I-2. Applicability

This appendix applies to all ISM participants and any organization submitting a change.

I-3. Responsibilities

a. NSMM BPM Program Manager -

- (1) Coordinate with the appropriate DA, MACOMs, RSMM/TSMMs, MSCs and subject matter experts.
- (2) Staff change requests with the ISM management structure NSMM, RSMM/TSMMs ISM MACOM cells, ISM Corporate Board, DA DCSLOG and Subject Matter Experts. Reference Enclosures I-1 and I-2.
- (3) Publish changes to the ISM Business Process Manual.
- (4) Staff or present unresolved change requests to the ISM Corporate Board.

b. Major Army Commands (MACOM)

- (1) Coordinate change requests with their ISM Corporate Board member.
- (2) Provide their Commands concurrence or nonoccurrence to the NSMM BPM Program Manager.

c. Regional/Theater Sustainment Maintenance Manager (RSMM/TSMM)

- (1) Coordinate change requests with NSMM, LSMMs and AMMs.
- (2) Submit their concurrence/non-concurrence response to the NSMM.

d. Requestor

- (1) Use the format shown in enclosure I-1 when submitting requests to change ISM business rules.
- (2) Send requests to the NSMM BPM Program Manager prior to requesting a meeting or elevating any issues to the ISM Corporate Board.

I-4. BPM Meetings

Meetings may be synchronized with an ISM Corporate Board or Regional Production, Planning and Control (PP&C) Conferences to maximize participation. The NSMM POC shall send a request to the host Deputy RSMM/TSMM (at the minimum) or ISM PM requesting time on the agenda for the meeting.

I-5. Distribution

The primary method of distributing request/changes will be by e-mail, Video teleconferencing (VTC), fax, meetings, and/or telephone. Approved changes will be distributed to organizations registered in the NSMM BPM database.

Appendix I Business Process Manual Change Procedures

Enclosure I-1

BPM Change Submission Format

Definition of a Change: A change is defined as a business rule deletion, addition, and/or correction to the ISM BPM.

ACTION NUMBER: (Assigned by the BPM Program Manager)

1. TYPE OF CHANGE REQUESTED: ___ Addition ___ Deletion ___ Correction

2. NATURE OF CHANGE: (Identify chapter, page, and paragraph number and include proposed rewrite. If possible, attach extra sheets as needed.)

Example: CHAP/PAGE/PARA/SUB/PARA: 4.3.2.1. (3) Rebid Rules

Submitter writes out the proposed change.

3. REASON FOR RECOMMENDATION: (Problem Background, Where the issue originated PP&C, LSMM, MSC, MACOM, DA, ISM CB Task, Policy.)

4. DISCUSSION: (Anything relevant to the issue that articulates the need to add/delete/change the BPM.)

5. REQUESTOR: (Provide the following:)

NAME: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: (DSN/COMM/FAX): _____

E-MAIL ADDRESS: _____

6. RSMM LEAD POC: (Assigned by the RSMM.) _____

7. NSMM LEAD POC: (Assigned by the D/NSMM) _____

8. MACOM LEAD POC: (Determined By ISM CB or requested by the D/NSMM) _____

9. Subject Matter Expert: (Activity Process Manager, Business Process Manager, and Regulation Proponent)

Appendix I Business Process Manual Change Procedures

Enclosure I-2

Coordination Sheet

(Voting Members Initial Approval/Disapproval)

MACOM Voting Members Approve Disapprove

Forces Command	_____	_____
Training & Doctrine Command	_____	_____
National Guard Bureau	_____	_____
Office, Chief Army Reserve	_____	_____
United States Army Europe	_____	_____
United States Army Pacific	_____	_____
Army Materiel Command	_____	_____
EUSA 8 th Army G4	_____	_____

ISM Management Concur Nonconcur

Director, NSMM	_____	_____
Deputy RSMM, West	_____	_____
Deputy RSMM, East	_____	_____
Deputy TSMM, USAREUR	_____	_____
Deputy TSMM, USARPAC	_____	_____
EUSA 8 th Army	_____	_____

AMC MSC Coordination Concur Nonconcur

Tank and Automotive - ACALA Cmd	_____	_____
Communications-Electronics Cmd	_____	_____
Soldier Systems Cmd	_____	_____
Aviation-Missile Command	_____	_____
Combined Arms Support Cmd	_____	_____

ISM CORPORATE BOARD

(If Required) Approved _____ Disapproved _____ Not Required* _____

*Not required would be checked by the BPM Project Manager if the change was agreed to by all voting members and/or the change does not change the current business rules, i.e., a correction was made to a reference, sample report is added, etc.

DATE ____/____/____

APPROVED _____ DISAPPROVED _____

/Signed//

Distribution:

ISM Corporate Board (If required)

MACOMs Voting Members

ISM Management Structure

Command Coordination Members

XXXXX

Director National Sustainment

Maintenance Management Office

Copy Furnish: